

Commonwealth of Virginia
Department of Social Services
DIVISION OF CHILD SUPPORT ENFORCEMENT

REQUEST FOR REVIEW AND ADJUSTMENT

Custodial Parent

DCSE Case No.: _____

Noncustodial Parent

The Division of Child Support Enforcement (DCSE) conducts a review of a current child support obligation every three years upon request from either party or at the request of either party at any time if there has been a significant change in circumstances since the order was entered or reviewed.

I _____, am requesting a review and adjustment, if warranted, of my current child support amount to be conducted by the DCSE because:

If you are requesting a review because you believe there has been a significant change in circumstances **you must include documentation supporting the change in circumstances, (e.g. termination notice, pay stubs, childcare statements, etc.)**

Notice:

- Once a request for Review and Adjustment has been received, it may only be withdrawn by written request. However, the non-requesting party can object to the withdrawal and action to complete the review will continue.
- A review could result in an upward or a downward modification or indicate no modification is warranted at this time. If the current child support obligation is adjusted, the order will be effective from the date that the non-requesting party receives notice of proposed review.

REQUESTS MUST BE SENT DIRECTLY TO THE DISTRICT OFFICE THAT MANAGES YOUR CASE

Printed Name

Address

Signature

City, State, Zip

Date

Telephone #